

# Reasonable adjustments **policy**

This **policy** is supported by the following documents:

- Reasonable adjustments **form**

## 1. Purpose

This purpose of this policy is to ensure fair access to all candidates undergoing assessment with CfA Qualifications.

## 2. Scope

This policy applies to any individuals involved with any aspects of the delivery of qualifications assessment.

This can include:

- qualification candidates
- CfA staff
- assessors
- internal verifiers
- freelance staff

## 3. Regulatory authorities & bodies

- Ofqual
- SQA

## 4. Audience

This document is for:

- qualification candidates
- CfA board directors
- CfA staff
- assessors
- internal verifiers
- freelance staff
- regulators
- external verifiers

## 5. Definition

A reasonable adjustment relates to an **adjustment that helps to reduce the effect of a disability or a physical or mental health condition**, which may place the candidate at a disadvantage compared to others.

## 6. Policy statement

CfA Qualifications recognises its responsibility to make reasonable adjustments to ensure that candidates with disabilities or physical or mental health conditions aren't substantially disadvantaged during assessment.

It is CfA Qualification's responsibility to ensure that reasonable adjustments **do not** affect the reliability or validity of assessment and they should not give a candidate an advantage over other candidates undertaking the same assessment.

## 6. Policy statement - ctd

### **CifA Qualifications will support candidates by ensuring that:**

- The reasonable adjustments provide candidates with the opportunity to demonstrate attainment against occupational competence.
- The assessment is reliable, and any person using the resulting certificate to identify an individual's competence can have confidence in their skills and abilities.
- The assessment process is rigorous and fair, and the assessment activity is valid.
- The assessment is practically able to operate within available resources, following the application of any reasonable adjustments.
- Facilities and time allow candidates to use any commercially available mechanical, electronic or other aids in order to demonstrate achievement so long as they reflect the candidate's normal ways of working and do not give the candidate an unfair advantage.

Evidence of the difficulty/disability will be required to support the application, along with evidence of any existing adjustments or additional support provided by an employer or training provider.

### **CifA Qualifications may only reject applications for a reasonable adjustment in circumstances where:**

- Any adjustment may create a serious loss of validity or independence within the assessment process.
- Any adjustment may constitute a serious safety hazard that cannot be reasonably mitigated

CifA Qualifications maintains up-to-date records of all reasonable adjustment requests and arrangements.

## 7. Documentation

CifA Qualifications will keep all records relating to reasonable adjustments for a minimum of three years.

## 8. Policy awareness & process

There are two relevant documents used to manage reasonable adjustments. These documents are distributed and explained to candidates, assessors and internal verifiers during their induction.

Candidates wishing to request a reasonable adjustment must complete and return a [reasonable adjustments request form](#).

## 9. Staff responsibilities

- the PDP head and assessment centre manager are responsible for managing the reasonable adjustments process, including managing its implementation with assessors and internal quality assurance staff.

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- assessors are responsible for delivering fit-for-purpose assessments where reasonable adjustments have been granted
- internal quality assurance staff are responsible for verifying that assessment is fit-for-purpose where reasonable adjustments have been granted.

## **10. Review**

CifA Qualifications reviews all policies annually (typically, during December) and the December review includes this policy. However, if a policy needs reviewing before this time, then the responsible and accountable staff review it.